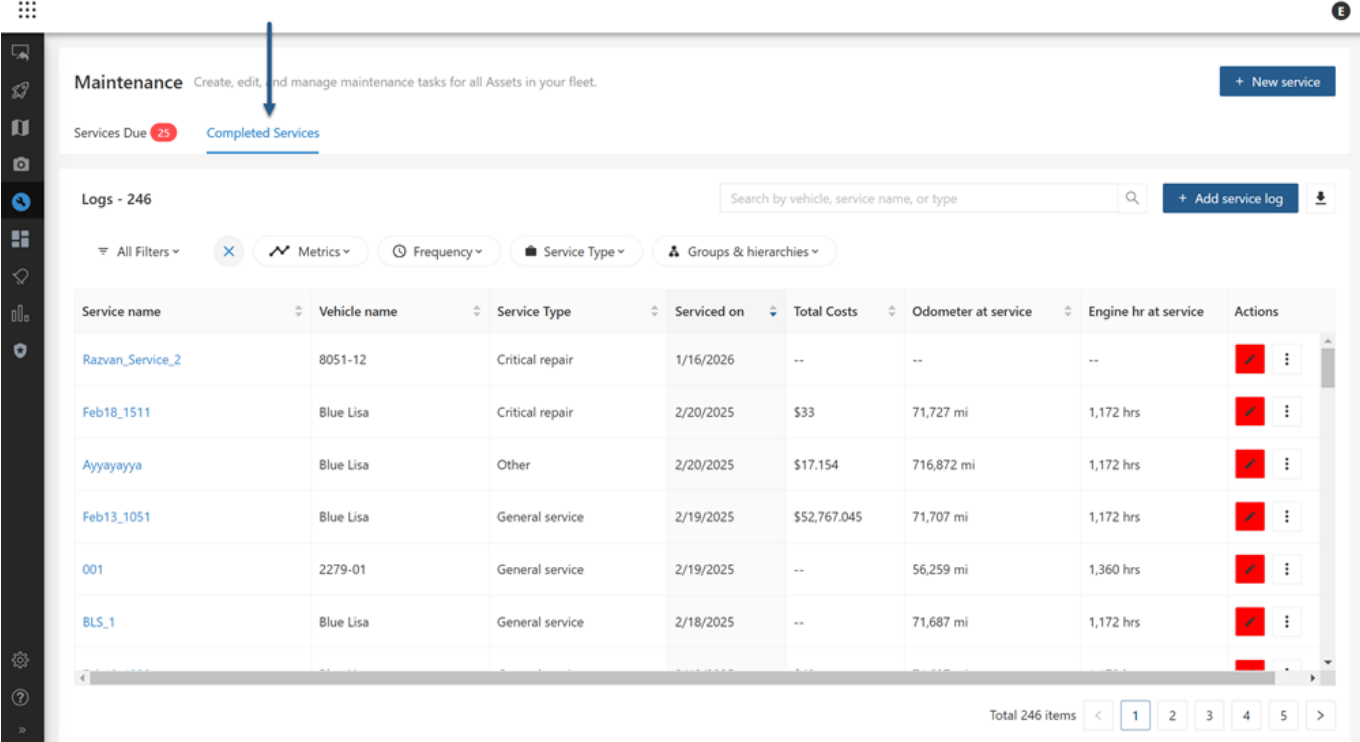


You can create, edit, and manage completed services for all assets in your fleet from the Completed Services tab of the Maintenance Page.















Maintenance Create, edit, and manage maintenance tasks for all Assets in your fleet. + New service

Services Due 25 **Completed Services**

Logs - 246 Search by vehicle, service name, or type + Add service log

All Filters Metrics Frequency Service Type Groups & hierarchies

Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hr at service	Actions
Razvan_Service_2	8051-12	Critical repair	1/16/2026	--	--	--	 
Feb18_1511	Blue Lisa	Critical repair	2/20/2025	\$33	71,727 mi	1,172 hrs	 
Ayyayayya	Blue Lisa	Other	2/20/2025	\$17.154	716,872 mi	1,172 hrs	 
Feb13_1051	Blue Lisa	General service	2/19/2025	\$52,767.045	71,707 mi	1,172 hrs	 
001	2279-01	General service	2/19/2025	--	56,259 mi	1,360 hrs	 
BLS_1	Blue Lisa	General service	2/18/2025	--	71,687 mi	1,172 hrs	 

Total 246 items 1 2 3 4 5

Creating a Completed Service Log

You can log a Completed Service that is not connected to an upcoming service task.

Note. A Service Log entered without a corresponding service task will not schedule or affect upcoming services. A history of service will not show for that log.

1. From the Completed Services tab of the Maintenance Page, click + Add service log.

The Add service log panel appears.

2. Under Details, complete the following fields:

- Service name (**Required**)
- Vehicle (**Required**)
- Service type (**Required**)
- Date completed (**Required**)
- Odometer at service
- Engine hours at service
- Performed by

3. Under Costs, complete the following fields:

- Total
- Parts
- Labor
- Other

- Under Attachments & Notes, upload applicable attachments using the Upload Attachment button



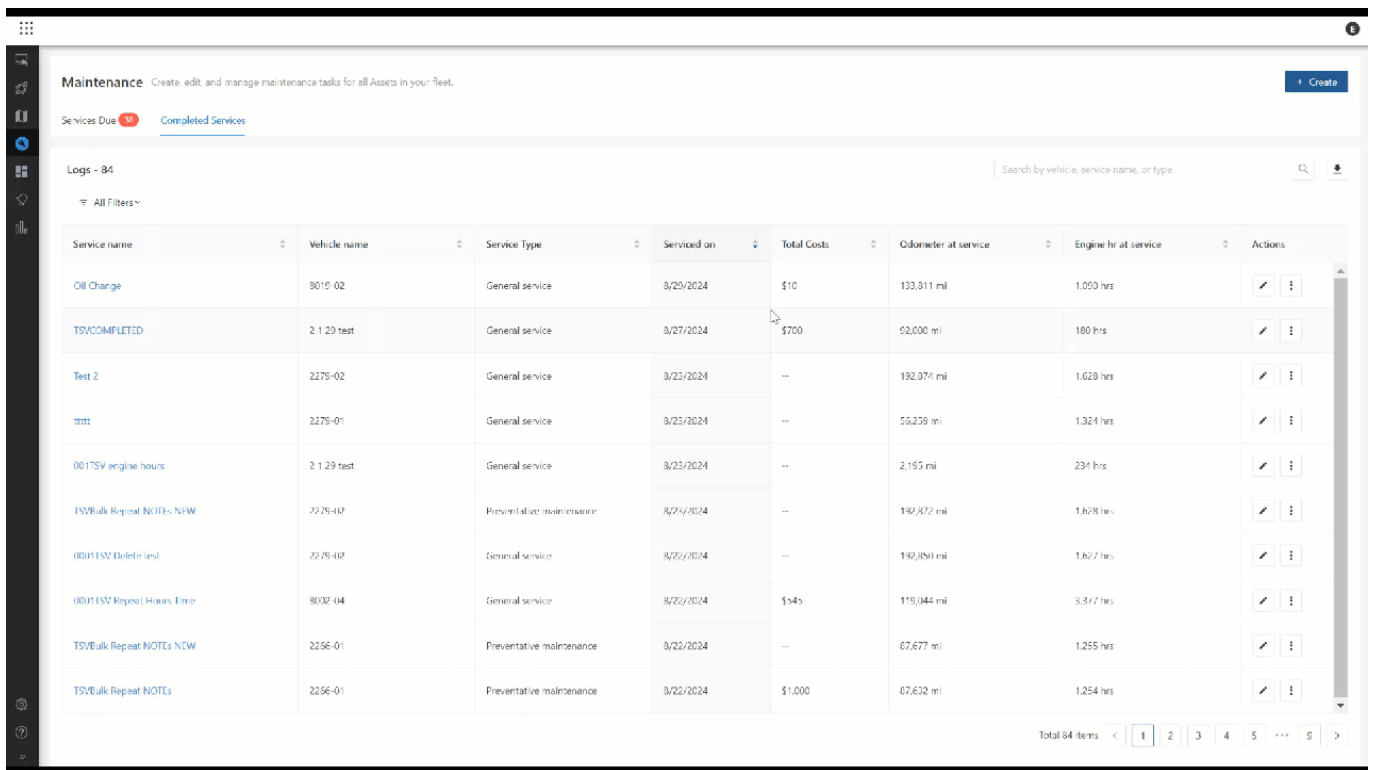
or enter applicable notes in the Notes field (1,000 character max.)

- Click + Add log.





















A pop-up appears at the top right-hand corner of the screen confirming you have successfully created a completed service.


Editing a Completed Service

Make an edit to a completed service quickly from the Maintenance Page.



The screenshot shows the Maintenance page with a table of completed services. The table has the following columns: Service name, Vehicle name, Service Type, Serviced on, Total Costs, Odometer at service, Engine hr at service, and Actions. The table contains 10 rows of service records.

Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hr at service	Actions
Oil Change	8019-02	General service	8/29/2024	\$10	133,811 mi	1,000 hrs	 
TSVCOMPLETED	2-129 test	General service	8/27/2024	\$700	92,000 mi	180 hrs	 
Test 2	2275-02	General service	8/23/2024	--	192,374 mi	1,628 hrs	 
tttt	2275-01	General service	8/23/2024	--	56,239 mi	1,324 hrs	 
001TSV engine hours	2-129 test	General service	8/23/2024	--	2,155 mi	234 hrs	 
TSVbulk Repeat NOTES NW	2275-02	Preventative maintenance	8/23/2024	--	149,872 mi	1,678 hrs	 
0001TSV Delete test	2275-02	General service	8/23/2024	--	192,880 mi	1,607 hrs	 
0001TSV Repeat Hours Error	8002-04	General service	8/23/2024	\$345	115,044 mi	3,377 hrs	 
TSVbulk Repeat NOTES NW	2256-01	Preventative maintenance	8/22/2024	--	67,677 mi	1,255 hrs	 
TSVbulk Repeat NOTES	2256-01	Preventative maintenance	8/22/2024	\$1,000	67,632 mi	1,254 hrs	 

- From the Completed Services tab of the Maintenance Page, locate the completed service you want to edit then click on the Edit button () under the Actions column in the corresponding row.

The Edit completed service panel appears.

- Make your edits. All fields under the Completed info, Costs, and Attachments & Notes sections can be edited.

Note. All fields under Schedule & frequency are not editable.

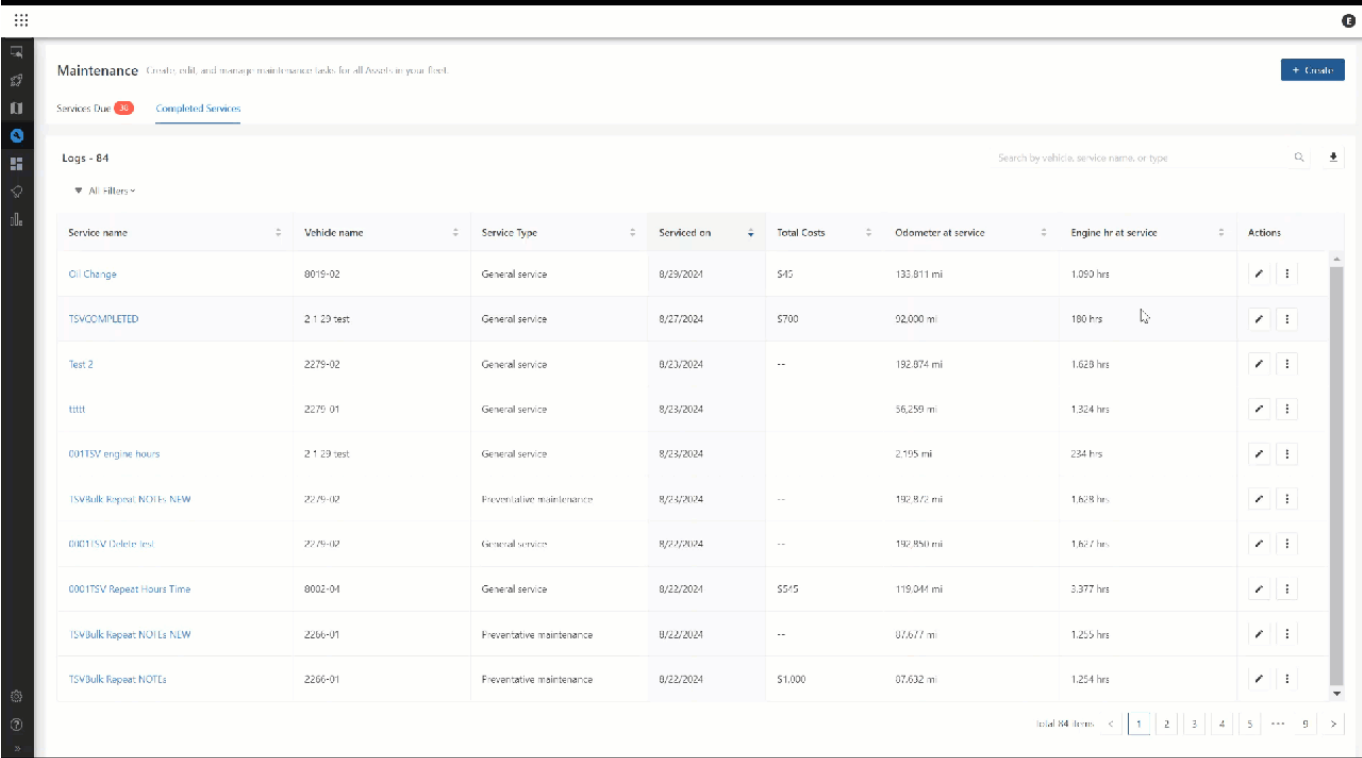
- Click **Save & return**.

A pop-up appears at the top right-hand corner of the screen confirming you have successfully edited the

completed service.


Viewing Completed Service Task Details

You can view detailed information about a completed service using the View Details button.



The screenshot shows the 'Maintenance' page with the 'Completed Services' tab selected. A table lists various service tasks with columns for Service name, Vehicle name, Service Type, Serviced on, Total Costs, Odometer at service, Engine hr at service, and Actions. The 'Actions' column contains an overflow button (three dots) for each row.

Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hr at service	Actions
Oil Change	8019-02	General service	8/29/2021	\$42	132,811 mi	1,099 hrs	[Edit] [Overflow]
TSVCOMPLETED	2 1 23 test	General service	8/27/2024	\$700	92,000 mi	180 hrs	[Edit] [Overflow]
Test 2	2279-02	General service	8/23/2024	--	192,874 mi	1,628 hrs	[Edit] [Overflow]
ttttt	2279 01	General service	8/23/2024	--	56,259 mi	1,324 hrs	[Edit] [Overflow]
001TSV engine hours	2 1 23 test	General service	8/23/2024	--	2,195 mi	234 hrs	[Edit] [Overflow]
TSVBulk Repeat: NOILs NLW	2279-02	Preventative maintenance	8/23/2024	--	192,872 mi	1,628 hrs	[Edit] [Overflow]
0001TSV Delete test	2279-02	General service	8/23/2024	--	192,850 mi	1,627 hrs	[Edit] [Overflow]
0001TSV Repeat Hours Time	8002-04	General service	8/22/2021	\$545	119,044 mi	3,377 hrs	[Edit] [Overflow]
TSVBulk Repeat: NOILs NLW	2266-01	Preventative maintenance	8/22/2021	--	02,677 mi	1,255 hrs	[Edit] [Overflow]
TSVBulk Repeat: NOTEs	2266-01	Preventative maintenance	8/22/2021	\$1,000	07,632 mi	1,254 hrs	[Edit] [Overflow]

1. From the Completed Services tab of the Maintenance Page, locate the Service Task you want to view then click on the Overflow button () under the Actions column.
2. Click on **View Details**.

The Completed service details panel appears showing the following:

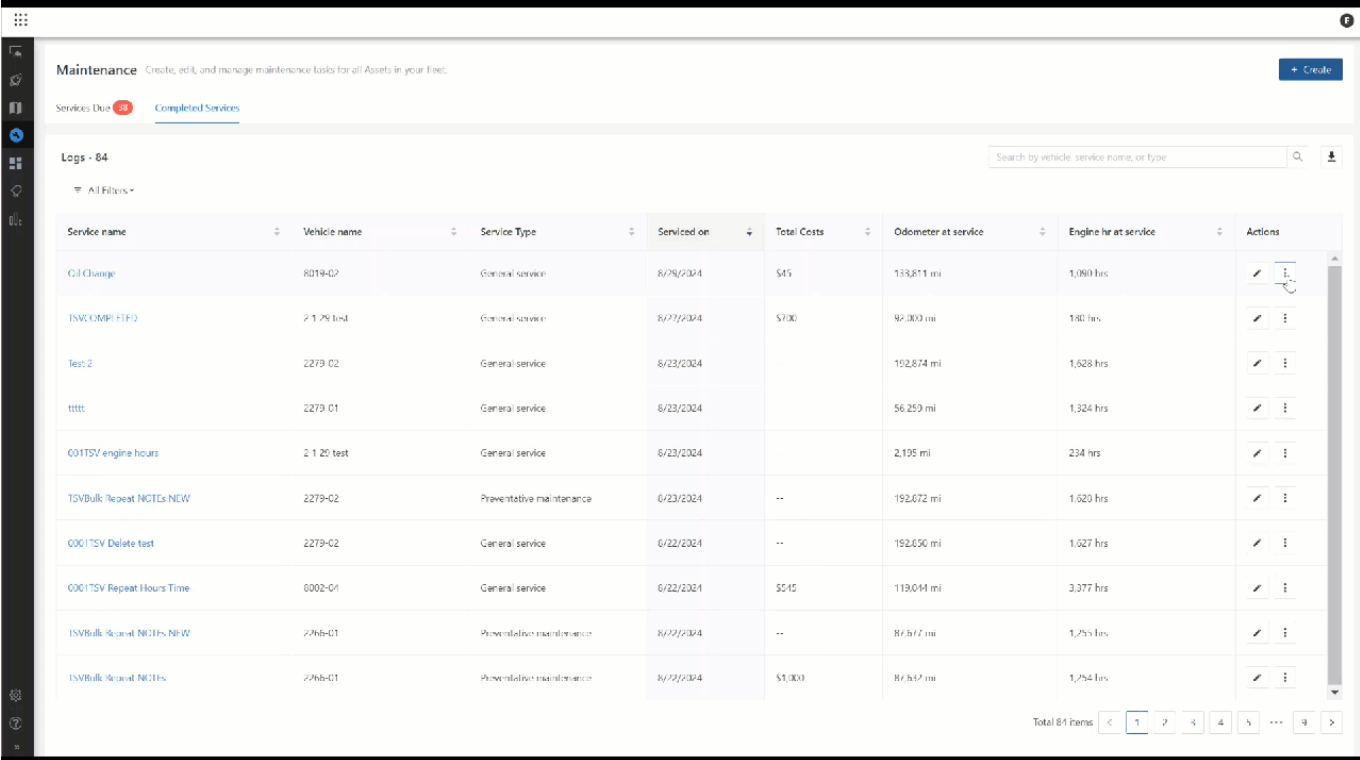
- Service type
- Frequency
- Service date
- Odometer at service
- Engine hours at service
- Attachments and notes

From this panel, you can also view service history and perform actions such as editing, applying the service to


other vehicles, or deleting the service.

Applying Completed Service to Other Vehicles

You can apply a completed service to one or more vehicles from the Completed Services tab.



Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hr at service	Actions
Oil Change	RD19-02	General service	8/29/2024	\$45	133,811 mi	1,080 hrs	[Edit] [Overflow]
TSV CMPR FFD	2 1 29 test	General service	8/27/2024	\$700	82,000 mi	180 hrs	[Edit] [Overflow]
Test 2	2279-02	General service	8/23/2024		192,874 mi	1,628 hrs	[Edit] [Overflow]
ttttt	2279-01	General service	8/23/2024		56,259 mi	1,324 hrs	[Edit] [Overflow]
001TSV engine hours	2 1 29 test	General service	8/23/2024		2,195 mi	234 hrs	[Edit] [Overflow]
TSVBulk Repeat NOTCs NEW	2279-02	Preventative maintenance	8/23/2024	--	192,672 mi	1,620 hrs	[Edit] [Overflow]
0001TSV Delete test	2279-02	General service	8/22/2024	--	192,690 mi	1,627 hrs	[Edit] [Overflow]
0001TSV Repeat Hours Time	0002-01	General service	8/22/2024	\$545	119,044 mi	3,377 hrs	[Edit] [Overflow]
TSVBulk Repeat NOTCs NEW	2796-01	Preventative maintenance	8/22/2024	--	87,577 mi	1,755 hrs	[Edit] [Overflow]
TSVBulk Repeat NOTCs	2796-01	Preventative maintenance	8/22/2024	\$1,000	87,617 mi	1,764 hrs	[Edit] [Overflow]


1. From the Completed Services tab of the Maintenance Page, locate the completed service you want to apply then click on the Overflow button () under the Actions column.
2. Click **Apply service to other vehicles**.
The Create service template pop-up appears.
3. The Details and Schedule & frequency sections are pre-populated with information from the current service task; however, the fields can be edited.
4. Make edits to the Details and Schedule & frequency sections if applicable then click **Save & Continue**.
The Create multiple services page appears with the Add vehicles & assets panel open to the right-hand side of the page.
5. Select Groups or Hierarchies.
6. To select a vehicle or a group/hierarchy, use the drop-down, list search field, or list. You can also use the Add all button to apply the service task to all vehicles and assets in your fleet.
Selected vehicles, groups, or hierarchies appear under Vehicles added.
7. You can make edits to available fields under the Next service at/on column or use the Actions column to add the service task by clicking + next to selected vehicles one at a time, clicking + Create services to

apply to all selected vehicles, or remove the selected vehicle by clicking on the X button.

8. Click on the Maintenance icon in the menu navigation bar to return to the Maintenance Page.

Viewing Vehicle Service Logs

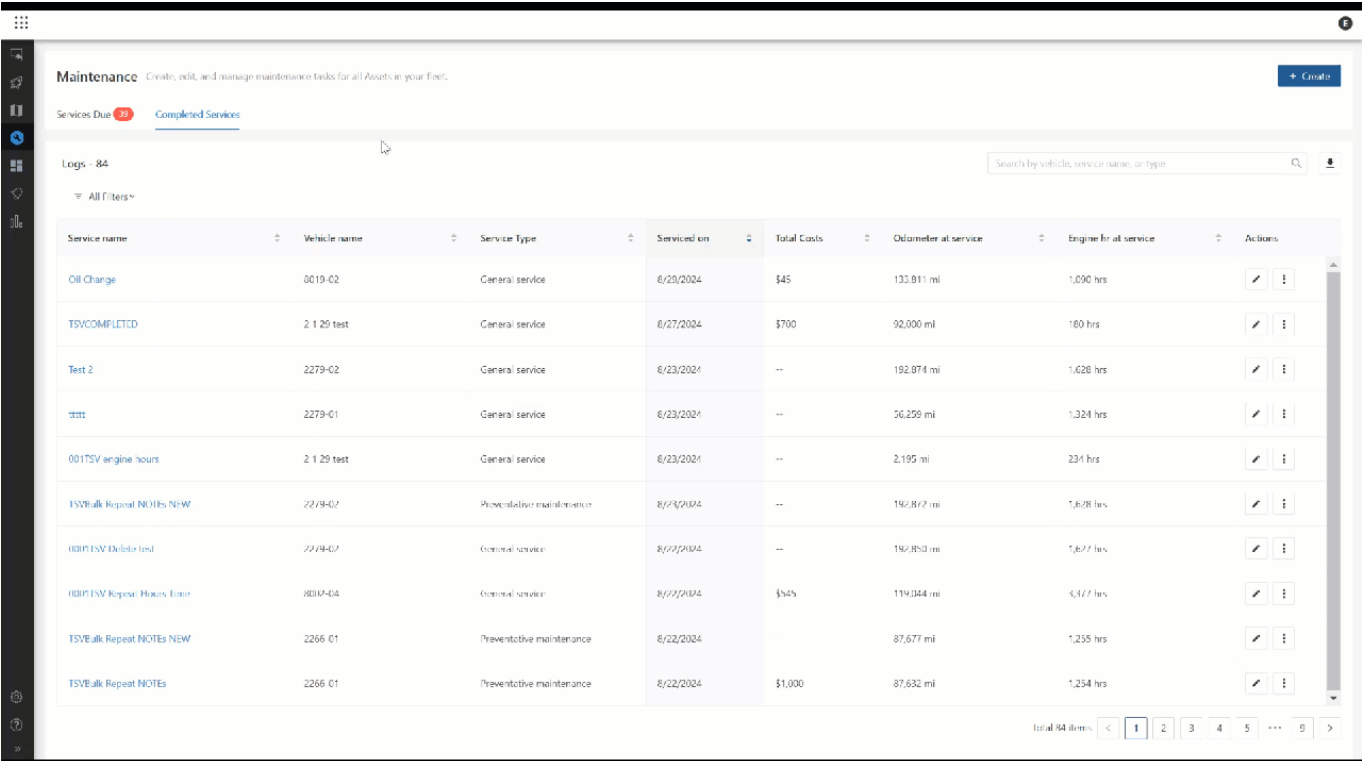
You can use the View vehicle's service button to be directed to a vehicle's Vehicle Card displaying Service Logs.

1. From the Maintenance Page, locate the completed service you want to delete then click on the Overflow button () under the Actions column.
2. Click **View vehicle's service**.











You are redirected to the Map page showing the selected vehicle's Maintenance tab on its Vehicle Card.


Deleting a Completed Service Task

Delete a completed service task quickly from the Completed Services tab of the Maintenance Page.



The screenshot shows the 'Maintenance' page with the 'Completed Services' tab selected. A table lists various service tasks with columns for Service name, Vehicle name, Service Type, Serviced on, Total Costs, Odometer at service, Engine hrs at service, and Actions. The 'Actions' column contains an overflow menu icon for each row.

Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hrs at service	Actions
Oil Change	0019-02	General service	6/29/2024	\$45	133,811 mi	1,090 hrs	
TSVCOMPLETED	2 1 29 test	General service	6/27/2024	\$700	92,000 mi	160 hrs	
Test 2	2279-02	General service	6/23/2024	--	192,874 mi	1,028 hrs	
###	2279-01	General service	6/23/2024	--	56,259 mi	1,324 hrs	
001TSV engine hours	2 1 29 test	General service	6/23/2024	--	2,195 mi	231 hrs	
TSVbulk Repeat NOTES NEW	2279-02	Preventative maintenance	8/22/2024	--	192,812 mi	1,628 hrs	
001TSV Delete test	2279-02	General service	8/22/2024	--	192,850 mi	1,627 hrs	
001TSV Repeat Hours Error	0019-04	General service	8/22/2024	\$545	119,044 mi	6,477 hrs	
TSVbulk Repeat NOTES NEW	2266 01	Preventative maintenance	8/22/2024	--	87,677 mi	1,255 hrs	
TSVbulk Repeat NOTES	2266 01	Preventative maintenance	8/22/2024	\$1,000	87,682 mi	1,254 hrs	

1. From the Completed Services tab of the Maintenance Page, locate the completed service you want to delete then click on the Overflow button () under the Actions column.
2. Click **Delete**.
A pop-up appears asking you to confirm you would like to delete the selected completed service.
3. Click **Yes, delete** to delete the completed service or **Cancel** to exit without deleting the completed

service.